

**UPPER BURRELL TOWNSHIP
ANNUAL ORGANIZATION MEETING
3735 SEVENTH STREET
NEW KENSINGTON, PA 15068
JANUARY 4, 2010**

Supervisor Ross G. Walker, III with the Pledge of Allegiance called the meeting to order at 7:00 p.m. Present at the meeting were Supervisors Peter F. Dombroski, Jr., Thomas C. Baker, Engineer David Kerchner, Solicitor Stephen Yakopec, Jr. and Manager Amy Rockwell. These appointments were made and voted upon as follows:

CHAIRMAN OF THE BOARD: Ross G. Walker, III. Motion made by Mr. Dombroski. Mr. Baker second. Mr. Walker abstained. Motion passed 2-0.

VICE-CHAIRMAN: Peter F. Dombroski, Jr. Motion made by Mr. Walker. Mr. Baker second. Mr. Dombroski abstained. Motion passed 2-0.

TOWNSHIP MANAGER: Amy S. Rockwell. Motion made by Mr. Walker. Mr. Dombroski second. All in favor.

SOLICITOR: Stephen Yakopec, Jr. Motion made by Mr. Walker. Mr. Baker second. All in favor.

ENGINEER: Bankson Engineers – Dave Kerchner. Motion made by Mr. Walker. Mr. Dombroski second. All in favor.

ACT 511 TAX COLLECTOR: Joyce A. Ewing. Motion made by Mr. Walker. Mr. Baker second. All in favor.

ACT 511 DELINQUENT TAX COLLECTOR: Collection Service Center. Motion made by Mr. Walker. Mr. Dombroski second. All in favor.

SEWAGE ENFORCEMENT OFFICER: Professional Code Services, Robert Koch. Motion made by Mr. Walker. Mr. Baker second. All in favor.

ALTERNATE SEWAGE ENFORCEMENT OFFICER: Dallas W. Leonard. Motion made by Mr. Walker. Mr. Dombroski second. All in favor.

DOG CATCHER: Hoffman Kennels, Inc. Motion made by Mr. Walker. Mr. Baker second. All in favor.

EMERGENCY MANAGEMENT COORDINATOR: David Madeja. Motion made by Mr. Walker. Mr. Dombroski second. All in favor.

VACANCY BOARD MEMBER: James Luffy. Motion made by Mr. Walker. Mr. Baker second. All in favor.

CODE ENFORCEMENT OFFICER: William Swanger. Motion made by Mr. Walker. Mr. Baker second. All in favor.

DEPOSITORY OF FUNDS: First National Bank. Motion made by Mr. Walker. Mr. Baker second. All in favor.

ROADMASTER: Peter F. Dombroski. Motion made by Mr. Walker. Mr. Baker second. Mr. Dombroski abstained. Motion Passed 2-0.

TOWNSHIP AUDITORS: Jody Olearchik, David Jordan and Christine Jordan. Motion made by Mr. Walker. Mr. Dombroski second. All in favor.

ZONING HEARING BOARD MEMBER: Dr. W. Kahle Johnson, Jr. Motion made by Mr. Walker. Mr. Baker second. All in favor.

Mr. Walker made a motion to approve the 2010 Employee Wage Schedule for Township employees. Mr. Baker second. Mr. Dombroski abstained. Motion passed 2-0.

Roads:	Peter F. Dombroski	\$26.50/hour
	Travis Warden	\$17.00/hour
Police:	Ed Kruse	\$23.00/hour
	Kenneth Pate	\$21.58/hour

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Robert Cole Speer \$20.02/hour
 Charles W. Lutz, Jr. \$11.31/hour
 Manager: Amy Rockwell \$21.63/hour
 Tax Collector: Joyce Ewing 4% Commission

Mr. Walker made a motion to pay the IRS allowable mileage reimbursement rate for 2010. Mr. Dombroski second. All in favor.

Mr. Walker made a motion to approve the full-time benefit schedule for Upper Burrell Township for 2010. Mr. Baker second. Mr. Dombroski abstained. Motion passed 2-0.

Mr. Walker made a motion to approve the Hourly charges by Job Classification schedule for the compensation for Bankson Engineers. Mr. Dombroski second. All in favor.

Mr. Walker made a motion to pay Solicitor Stephen Yakopec \$100.00 per hour. Mr. Baker second. All in favor.

Mr. Walker made a motion to pay payroll biweekly and bills weekly. Mr. Dombroski second. All in favor.

Mr. Walker made a motion to set the Township Manager's Bond amount at \$1,000,000.00. Mr. Baker second. All in favor.

Mr. Walker made a motion to set office hours for Upper Burrell Township Monday – Friday, 8:00 a.m. to 4:00 p.m. Mr. Dombroski second. All in favor.

Mr. Walker made a motion to set the Supervisor monthly meetings for the first Monday of the month at 7:00 p.p. with the exception of Tuesday, April 5; Tuesday, July 6; and Tuesday, September 7. Mr. Baker second. All in favor.

Mr. Walker made a motion to set the Planning Commission meetings for the second Tuesday of the month at 7:00 p.m. Mr. Dombroski second. All in favor.

APPROVAL OF MINUTES

Mr. Walker made a motion to approve the December 7, 2009 minutes. Mr. Baker second. All in favor.

BID OPENING FOR ANTI-SKID TYPE 2 AND PROCESSED CINDERS TYPE 1A

Item No.	Qty	Description		Coco Trucking	Del-Sir Supply	Ligonier Stone	A.R. Oliastro	A&J Hauling
			BID BOND	Yes	Yes	Yes	Yes	Cert. check
1	400 Tons	Anti Skid Type 2	Delivered	21.50/tn	19.96tn	18.45/tn	16.05/tn	17.00/tn
2	400 Tons	Processed Cinder Type 1A	Delivered	17.25/tn	19.97tn	No Bid	13.25/tn	16.75/tn

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Mr. Walker made a motion to have the Engineer review the bids and award this bid to the lowest responsible bidder on his recommendation. Mr. Dombroski second. All in favor.

CORRESPONDENCE

Leeds sent a letter asking for support of the Sewer Extension Project in the Westmoreland Business and Research Park. – No action needed.

Pennsylvania Department of Environmental Protection sent a letter regarding our Application for Enforcing the Pennsylvania Sewage Facilities Act and Onlot Sewage Disposal Program Annual Report. Due to limited funding expenses for calendar year 2008 reimbursements will be reduced to a rate of 42.5% of eligible expenses. – No action needed.

ROAD REPORT: Mr. Dombroski reported working hours in December were spent on trimming branches, patching and snow removal.

Mr. Dombroski made a motion to have Solicitor Yakopec draft an ordinance for parking regulations during a snow event. Mr. Walker second. All in favor.

POLICE REPORT: Sergeant Kenneth Pate reported on police activity for the month of December.

ENGINEERS REPORT: Mr. Kerchner had no report.

SOLICITORS REPORT: Solicitor Yakopec had no report.

PLANNING COMMISSION

Mr. Walker made a motion to accept the Byers Plan of lots subject to PA DEP approval. Mr. Baker second. All in favor.

Mr. Walker made a motion to set a Public Hearing to hear the petition for reclassification for David Knox regarding property located at 1307 Oak Lake Road, Apollo. The meeting date will be Monday, February 8, 2010 at 7:00 p.m. Mr. Dombroski second. All in favor.

FINANCIAL REPORT

FUND	BEGINNING BALANCE	RECEIPTS	EXPENDITURES	ENDING BALANCE
GENERAL	\$241,101.35	\$46,133.46	\$38,245.51	\$248,989.30
FIRE HYDRANT	284.62	97.97	0	382.53
STATE AID	53,868.51	0	0	53,868.51
CAPITAL RESERVE	45,749.82	5,000.00	0	50,749.82

Mr. Baker made a motion to accept the December financial report and pay all bills. Mr. Dombroski second. All in favor.

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OPEN TO THE FLOOR

George Banyas, 361 Hunter Hill, inquired as to expanding internet availability in Upper Burrell Township.

Jeanette Bell, 2115 Swank Lane, questioned how much right-of-way the Township owns and who is responsibly for holes along the side of the road.

Jason Rigone, Westmoreland Industrial Development Corporation, requested a meeting with the Supervisors and Washington Township in order to firm up the Intermunicipal Agreement.

Mr. Walker made a motion to adjourn. Mr. Baker second. All in favor. Meeting adjourned at 7:41 p.m.

Respectfully submitted,

Amy S. Rockwell, Township Manager